

**GREENE LAMP, INC.
JOB DESCRIPTION**

TITLE: Bus Monitor

PROGRAM: Head Start

DEPARTMENT: Transportation

REPORTS TO: Bus Driver, Transportation/IT Coordinator/Transportation Specialist

BASIC FUNCTION: Assists in assuring the safe arrival and departure of Head Start children transported by the program.

DUTIES AND RESPONSIBILITIES:

1. Properly restrains children in bus seats;
2. Supervises children as routes are being run;
3. Answers questions and concerns of children while on the bus;
4. Assists with the safety of children entering and departing the Head Start school bus;
5. Reiterates learning from classroom when talking with children;
6. Assists with maintaining appropriate behavior on bus;
7. Learn the bus route;
8. Maintains daily transportation roster
9. Assure that the bus is clean;
10. Assists in performing Bus Evacuation procedures three times during the program year;
11. Attend mandatory training sessions called by the Transportation/It Coordinator;
12. Attend mandatory Agency trains;
13. Assists with checking the bus for children at the conclusion of the morning and afternoon route;
14. Incorporate School Readiness and communicate with the children on the route;
15. Attend parent meetings when requested.
16. Attend parent conferences when requested;

Other Agency Requirements

1. Establishes and maintains open working relationships with the community, Agency staff, and administrators;
2. Understands and follows the Chain of Command;

3. Understands the *Greene Lamp Employee Handbook and Head Start Performance Standards for Transportation*;
4. Establishes and maintains a public image that will reflect positively on individuals, the program, and the Agency;
5. Provides continuous follow-up;
6. Performs additional duties as assigned by the Transportation/IT Coordinator/Transportation Specialist;

Knowledge and Skills:

- Ability to assess and monitor job performance of staff in order to determine training needs and capabilities of staff
- Ability to effectively communicate with staff members and groups, managers, regulatory agencies, and families both individually and in group settings
- Ability to supervise and managed staff effectively with the guidelines of the agency's Head Start/Early Head Start policies and procedures
- Ability to work as a positive team member
- Ability to solve practical problems and deal with a variety of concrete situations
- Ability to prioritize demands in order to meet requirements and timelines.

Travel Requirements:

- Position requires local travel within departmental service area
- Ability to travel in and out of state to attend Professional Development Trainings

Physical Requirements:

- Prolonged periods of standing, bending, stooping, and reaching.
- Will work in a variety of environments and weather
- Must be able to lift 40 pounds at a time.

Pre-Employment Requirements:

- Tuberculosis Skin Test
- Physical
- NC DHHS Criminal Records Check
- Valid Driver's License

WORKS CLOSELY WITH:

- All Staff, Parents, Children

QUALIFICATION CRITERIA:

- Greene Lamp application with References, Criminal Records Check; Sex Offenders Record Check, Annual physical examination, Tuberculosis test; Must be at least 18 years old; High School diploma preferred

SALARY RANGE:

Grade I

Employee Signature/Date

Supervisor Signature/Date